

CLASSIFICATION: DIETITIAN II

Class Code: 3193-19

Date Established: 11-04-55

Occupational Code: 7-4-5

Date of Last Revision: 10-14-13

BASIC PURPOSE: To plan, develop and supervise nutritional care work methods and procedures according to established technical, professional and administrative standards.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops and implements nutritional care plans to meet nutritional needs of residents.
- Analyzes and researches nutritional needs of residents, including menu preparation for special dietary needs.
- Verbally reports on dietary operations relating to preparing menus, special diets or safety and sanitation procedures.
- Oversees food requisition and equipment orders for kitchen and food preparation areas to ensure conformance to established dietary needs.
- Inspects food service work operations and/or cafeteria areas by visiting all kitchens and other food preparation areas on a regular basis.
- Discusses menus and kitchen management with food preparation staff to assist in their use of food, its preparation, the control of food and supply waste, and the efficient use of equipment.
- Assists in maintaining health, sanitary and safety conditions in kitchens and dining rooms.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with course work which meets the academic requirements for a Registered Dietitian as specified by the Academy of Nutrition and Dietetics. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience as a Registered Dietitian in a hospital or other accredited health care facility.

License/Certification: Must possess and maintain registration as a Registered Dietitian as authorized by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics, and must be licensed by the New Hampshire Board of Licensed Dietitians.

RECOMMENDED WORK TRAITS: Thorough knowledge of the principles and practices of dietetics and nutrition and of institutional diet management including food values, costs and account. Thorough knowledge of modern methods, materials and appliances used in large scale food preparation and service. Ability to plan menus for a large institution. Ability to judge food materials and determine their conformity to requirements. Ability to teach, keep records and make reports. Ability to judge quantity of foods and to estimate meal costs and needs for foodstuffs. Ability to establish and maintain good working relationships with residents, other employees, and officials of other departments and institutions. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.